

**Community Systems Development Subcommittee
Systems Alignment and Integration Committee, ELC**

April 12th, 2013

10:00 am – 12:00 pm

Conference call #: 888-494-4032

Pass code: 7198518485

Meeting Minutes

These minutes were approved at the June 13, 2013 meeting of the Community Systems Development Subcommittee.

I. Welcome and Introductions

Ana Maria Acove, Valeska Anleu, Charaine Boyd, Jeanna Capito, Kim Collins, Julie Donaldson, Artishia Hunter, Karen Miller, Carolyn Newberry Schwartz, Kathy Stohr, Joanna Su, and Jay Young.

II. Review and Approval of Minutes

The March 13th minutes were amended and approved.

III. Accountability Framework

1. AOK Conceptual Framework presentation/Accountability Chart

As a result of a conversation between Joanna and Ana Maria, it was suggested that attendees provide frameworks that are being used in their respective organizations around community systems development to support the discussion of accountability. There was a recommendation to create a cross walk across several frameworks using resources provided by subcommittee members. The AOK and BUILD frameworks will be added to the cross walk with the expectation of including others. The crosswalk will be created and discussed at the June meeting. Joanna asked attendees to send her the frameworks.

Ana Maria provided an overview of the AOK Early Childhood Network Conceptual Framework (please see the AOK framework sent out to the CSDS via email on April 10th for further details).

Jeanna provided a broad overview of the BUILD PowerPoint (please see the BUILD PowerPoint sent out to the CSDS via email on April 10th for further details). She added that several communities have used the BUILD approach to address work in their communities. Jeanna also mentioned the Collective Impact conceptual framework and shared that one community integrated this framework with BUILD's to support their community efforts.

2. Accountability Chart draft

Joanna and Ana Maria are having conversations on how to move forward with the accountability chart.

IV. Progress on projects of the CSD SC

1. Illinois Early Childhood Community Partnership Profiles

Joanna is continuing to work on updating the profiles and suggested that members make any corrections to the Community Partnership Profiles list.

It was suggested that the profiles be made available electronically to make changes and edits. A Google Doc or Drop Box link was recommended as a vehicle for group sharing and editing. Those with corrections to the document will be asked to reply within a week to ten days to weigh in and look over the content for accuracy.

Clarity was needed and provided regarding information being gathered from community partnerships. The format that was used in the past to gather information about the communities is currently being used to interview and capture new information for both old and new collaborations. Updated information is coming directly from community collaborations and will added to the Community Partnership Profiles.

The final draft of the Early Childhood Community Partnerships Profiles will be made available to the CSDS for review before the profiles are made available for public viewing.

V. CSD Subcommittee Work Plan

As a result of further conversations and discussions between CSDS leadership, a suggestion was made to take a different approach in gathering additional content to support the development of the work plan.

It was suggested that the subcommittee populate two groups. The two groups will have one meeting and report back out to the full subcommittee in June. Each group will only convene once for discussion. Those in attendance thought this was a good approach and agreed to move forward with the two meeting groups recommendation.

An overview of each goal was reviewed (please see the work plan draft that was attached to the April 10th email sent to all CSDS members for more information).

One group will work on Goals **B** and **D** in the work plan. Revisions to Section IV in the Toolkit will also be discussed as the Toolkit aligns with Goal B. The May 9th Toolkit revision small group meeting will be canceled and the May 17th meeting will incorporate revisions to the Toolkit and planning for Goals B and D.

Another group will work on Goal **C**. Co-chairs across various committees and subcommittees of the Early Learning Council, the Braided and Blended Funding and Sustainability groups, will participate, along with CSDS members who volunteer. Logistics for this meeting will be sent out at a later date.

Several subcommittee members offered to participate in one or both of the groups. An email will be sent out the to the groups with further meeting details.

VI. Ongoing and/or new initiative/projects updates

- Community Systems State Advisory Council Grant

The Early Childhood Action Partnership (ECAP) is in the final weeks of wrapping up their work. Kathy Stohr provided a brief update including a few mentions about the Spring into Action Conference. The conference had a good turnout from ECAP grant recipients. ECAP anticipate spending down the full SAC grant and communities are in the process of submitting their expenditures. The Plan Partner Act website contains the current Community Systems Development Toolkit broken up into separate PDFs for easier access for users. The link to the CSD Toolkit is: <http://www.partnerplanact.org/collaborationtoolkit.html>

- Race to the Top Community Systems component

Kathy Stohr will follow-up with Kim Collins and Theresa Hawley from the Governor's office to flush out the work plan and should have something to report on in June. It was offered that Kathy could provide an email in May with updates to the subcommittee if she wanted to share information before the June meeting.

In relation to the Race to the Top Early Learning Challenge, there will be an assessment of the TA and training needs of local partnerships, starting with the ECAP recipients. Kathy asked for support in the next couple of weeks to look over a survey that assesses TA and training needs, for those who were interested. Jeanna offered to share an electronic survey tool Positive has used. This electronic survey will also be shared with the subcommittee.

An evaluation will be going out to all ECAP grantees and they will also complete the monitoring and assessment of progress tools on the Pathways website. This information will provide some baseline data to help inform planning.

Several new collaborations will also be added to the community partnership profile list.

Kathy shared that she wanted to build upon the idea that was discussed in the March 13th CSDS meeting about identifying what skills a community systems developer should possess to do this work. This concept will be introduced and included in Goals B and D in the work plan for further discussion. Ana Maria offered to share the AOK coordinators qualifications as the subcommittee look at core competencies for community systems developers. It was also suggested that MIECHV job descriptors be added to the discussion.

It was suggested to create and maintain a historical document to review the progress of the work accomplished through the CSDS and think about the accessibility of the document to support how new members become knowledgeable about the history of CSD in relation to the scope of current CSD work.

Meeting Schedule

CSD Toolkit Subgroup - May 9th, 1pm- cancelled

Systems Development Subcommittee

May 17th, 12-2 Goal B and D and discuss Section IV revisions in the toolkit – James R. Thompson Center 9-034

June 13, 10am-12pm – James R. Thompson Center 9034

Systems Integration and Alignment Committee (April and June)